

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

August 03, 2021
Aldermen Stewart, Hirschmann
Barry, Cavanaugh, Roy

6:15 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Stewart calls the meeting to order.
2. The Clerk calls the roll.
3. HR Reports submitted by Kathleen Ferguson, Human Resources Director:
 - Position Summary Report
 - Summary of Arbitrations/Grievances
 - Vacancy Requisition Requests and Approvals
 - Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)
4. Article from the Spring 2021 edition of *Pierce* magazine regarding the partnership between Franklin Pierce University and the City to provide a customizable skills program for employees.

(Note: Provided for informational purposes only; no action is required.)
5. Communication from Leon LaFreniere, Planning & Community Development Director, requesting the reclassification of one (1) Planner III, grade 21, to a Planner IV, grade 23.
Gentlemen, what is your pleasure?

6. Communication from Kevin Sheppard, Public Works Director, requesting the following:
 1. Reclassification of two (2) Civil Engineer II's, grade 21, to Civil Engineer III's, grade 22
 2. Revisions to the Civil Engineer III class specification to reflect current and updated information

Gentlemen, what is your pleasure?

TABLED ITEMS

(A motion is in order to remove any item from the table.)

7. Communication from Alderman Roy recommending the hiring of an independent firm to evaluate the Fire Department.
(Note: Tabled 1/5/2021; referred to the HR Committee by the BMA on 12/15/2020).
8. Communication from Alderman Terrio requesting that healthcare benefits be extended for an additional six months for the family of firefighter James McNeil.
(Note: Tabled on 2/2/2021.)
9. Discussion regarding the development of a formal procedure for the selection of City officers.
*(Note: **Update - Policy adopted by the BMA in 2006 attached**; Tabled 1/5/2021; referred to the HR Committee by Alderman O'Neil at the 10/6/2020 BMA meeting.)*
10. If there is no further business, a motion is in order to adjourn.



City of Manchester

Human Resources Department

One City Hall Plaza
 Manchester, New Hampshire 03101

Tel: (603) 624-6543
 Fax: (603) 628-6065

DATE: July 1, 2021

The Honorable Mayor Craig
 And Board of Aldermen
 City of Manchester
 Manchester, NH 03101

Re: Position Report Summary

Dear Mayor Craig and Board of Aldermen:

Attached is the authorized position report for the above date. Below is a summary of changes that took place since the last report.

DEPARTMENT	DATE	POSITION	NEW VACANCY	NEW HIRES
Central Fleet	06/14/2021	Equipment Service Tech. II	1*	
Central Fleet	06/14/2021	Equipment Mechanic I		1*
Aviation	06/11/2021	Airport Operations & Mtce Spec.	1***	
Aviation	06/30/2021	Airport Env. Compl. Specialist	1**	
Aviation	06/22/2021	Airport Maintenance Worker I	1***	
EPD	06/07/2021	WWTP Operator	1*	
EPD	06/07/2021	Laboratory Technician I		1*
EPD	06/01/2021	WWTP Shift Supervisor	1**	
EPD	06/30/2021	WWTP Mechanic	1**	
Water Works	06/30/2021	Public Service Worker II	1*	
Water Works	06/30/2021	Watershed Maint. Worker I		1*
Fire	06/20/2021	Firefighter		1*
Fire	06/30/2021	Fire Lieutenant	1**	
Fire	06/27/2021	Firefighter		1*
Fire	06/06/2021	Firefighter		1*
Fire	06/01/2021	Fire Captain	1**	
Fire	06/01/2021	Firefighter	1*	
Fire	06/01/2021	Fire Lieutenant		1*
Fire	06/01/2021	Fire Lieutenant	1*	
Fire	06/01/2021	Fire Captain		1*
Fire	06/30/2021	Fire Lieutenant	1**	
Fire	06/01/2021	Firefighter	1**	
Police	06/09/2021	Police Officer	1***	
Police	06/20/2021	Emergency Services Dispatcher	1*	
Police	06/20/2021	Accreditation Manager		1**
Police	06/16/2021	Police Sergeant	1**	
Police	06/27/2021	Emergency Services Dispatcher	1*	
Police	06/27/2021	Police Services Specialist		1*
Police	06/02/2021	Police Officer	1***	
Police	06/18/2021	Accreditation Manager	1**	

*Due to Internal Promotions/Demotions/Position Control Changes

**Due to Retirement

*** Due to Resignation

Due to Lay off / % Discharged

DEPARTMENT	DATE	POSITION	NEW VACANCY	NEW HIRES
Police	06/15/2021	Police Officer	1**	
Police	06/20/2021	Police Officer	1*	
Police	06/20/2021	Police Sergeant		1**
Health	06/01/2021	Community Health Nurse	1*	
Health	06/18/2021	School Nurse Certified	1**	
Health	06/18/2021	School Nurse I	2**	
Highway	06/30/2021	Planner I		1*
Highway	06/14/2021	Accounting Specialist II	1*	
Highway	06/14/2021	Accounting Technician		1*
Highway	06/01/2021	Equipment Operator II	1*	
Highway	06/30/2021	Equipment Operator III	1*	
Parking	06/07/2021	Parking Control Officer		1*
Parks & Recreation	06/01/2021	Recreation Maintenance Wrkr I		1*
Parks & Recreation	06/30/2021	Recreation Facilities Maint. Wrkr.		1*
Parks & Recreation	06/30/2021	Recreation Facilities Maint. Wrkr.	1**	
Parks & Recreation	06/28/2021	Urban Forester		1*
Parks & Recreation	06/30/2021	Recreation Maintenance Wrkr. I	1**	
Library	06/25/2021	Librarian I	1***	
		Total	32	17

*Due to Internal Promotions/Demotions/Position Control Changes

**Due to Retirement

*** Due to Resignation

Due to Lay off / % Discharged

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

July 23, 2021

To: Will Stewart, Chair
Human Resources and Insurance Committee

From: Kathleen Ferguson, Human Resources Director

Re: INFORMATIONAL ONLY: Summary of Grievances and Arbitrations

Attached is a summary document of outstanding and/or settled union grievances and arbitrations as of July, 2021.

KF/caf

July, 2021
Outstanding Grievances and Arbitrations

Department Case Number	Date Filed	GRIEVANCE	STATUS	ARB #/DATE	OUTCOME
AFSCME-Fleet 1-19		Sick Bank	Pre-Arb 1/9/20		Held in abeyance
AFSCME - Master 4-19	2/20/2019	Storm coverage and regular workday hours	Pre-Arb 5/14/2019	Arbitration Arb. Cooper 5/3/21	City prevailed in arbitration.
AFSCME - Master 5-19	5/29/2020	Plus Rate Laborer	Pre-arb 6/18/2019	Arbitration Cooper 4/2/21	Arbitration scheduled for 4/2/21.
AFCME – Master		Termination			Withdrawn by AFSCME Council 93, AFL-CIO as settled.
AFSCME - Master 7-19	9/13/2019	Promotion By-Pass	Pre-Arb 1/9/20		Held in abeyance
AFSCME- Master 8-19	10/1/2019	Promotion By-Pass	Pre-Arb 1/9/20		Held in abeyance
1- AFSCME Master-20	2/18/2020	Shift Differential			Held in abeyance
2-AFSCME Local 298-20	7/21/2020	No Call, No Show			Held In abeyance
3-AFSCME Local 298-20	7/23/2020	Promotion By-Pass			Withdrawn by AFSCME Council 93, AFL-CIO as settled.
1-United Steelworkers Local 8938-21	3/3/2021	Time Arrive/Time Depart Memo			

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

TO: Will Stewart, Chair
Human Resources and Insurance Committee

FROM: Kathleen Ferguson, Human Resources Director

DATE: July 23, 2021

SUBJECT: INFORMATIONAL ONLY: Vacancy Requisition Requests and Approvals

Attached is the Requisition Approval Report used to monitor the filling of vacant positions within the City of Manchester. The report reflects the current practice of submitting the request first to the Human Resource Department for verification of the vacancy. Once confirmed, the request to fill the vacancy is forwarded to the Mayor for approval.

KF/caf

2021 Requisition Report

Received	Req. #	Dept.	Position	Replacing	Replacement Name	HR Approved	Sent to Mayor	Mayor Approved
5/4/2021	108-30-21	Fire	Fire Captain	Chouinard	Jay	5/7/2021	5/7/2021	5/7/2021
5/4/2021	109-30-21	Fire	Fire Lieutenant	Promotion Replacement	Ferry	5/7/2021	5/7/2021	5/7/2021
5/4/2021	110-30-21	Fire	Firefighter	Promotion Replacement	Carnonneau	5/7/2021	5/7/2021	5/7/2021
5/6/2021	111-29-21	Water	Administrative Assistant II	Gagnon	Sinotte	5/7/2021	5/7/2021	5/7/2021
5/6/2021	112-33-21	Police	Police Sergeant	Keating	O'Meara	5/7/2021	5/7/2021	5/7/2021
5/6/2021	113-33-21	Police	Police Officer	Promotion Replacement		5/7/2021	5/7/2021	5/7/2021
5/6/2021	114-30-21	Fire	Firefighter	Lescatre	Barker	5/7/2021	5/7/2021	5/7/2021
5/7/2021	115-33-21	Police	Police Officer	Olson		5/7/2021	5/7/2021	5/7/2021
5/7/2021	116-33-21	Police	Police Officer	Terrizzi		5/7/2021	5/7/2021	5/7/2021
5/12/2021	117-33-21	Police	Police Officer	Mullen		5/7/2021	5/7/2021	5/7/2021
5/12/2021	118-33-21	Police	Police Officer	Callahan		5/12/2021	5/12/2021	5/14/2021
5/12/2021	119-71-21	Library	Library Clerk I (part-time)	Hetrick	Freshour	5/12/2021	5/12/2021	5/14/2021
5/13/2021	120-29-21	Water	Watershed Maintenance Worker II	Caprarello	Lescault	5/13/2021	5/13/2021	5/14/2021
5/17/2021	121-50-21	DPW	Accounting Techician	Swinyer	Stamp	5/17/2021	5/17/2021	5/18/2021
5/17/2021	122-50-21	DPW	Civil Engineer I	Wallace	Norander	5/17/2021	5/17/2021	5/18/2021
5/17/2021	123-50-21	DPW	Public Services Worker I	McMillian		5/17/2021	5/17/2021	5/18/2021
5/18/2021	124-25-21	Airport	Assistant Airport Director-Operations & Facilities	Braley	Elguezabal	5/18/2021	5/18/2021	5/18/2021
5/19/2021	125-30-21	Fire	Assistant Chief	Parent	Lamothe	5/19/2021	5/19/2021	5/19/2021
5/19/2021	126-30-21	Fire	Deputy Fire Chief	Promotion Replacement	Cashin	5/19/2021	5/19/2021	5/19/2021
5/19/2021	127-30-21	Fire	Fire Captain	Promotion Replacement	Flurey	5/19/2021	5/19/2021	5/19/2021
5/19/2021	128-30-21	Fire	Fire Lieutenant	Promotion Replacement	Ellison	5/19/2021	5/19/2021	5/19/2021
5/19/2021	129-30-21	Fire	Firefighter	Promotion Replacement	Berry	5/19/2021	5/19/2021	5/19/2021
5/19/2021	130-71-21	Library	Library Page (part-time)	Sinotte		5/20/2021	5/20/2021	5/21/2021
5/19/2021	131-30-21	Fire	Battalion Chief	Promotion Replacement	Flurey	5/20/2021	5/20/2021	5/21/2021
5/19/2021	132-29-21	Water	Watershed Patrol Officer (Seasonal/Temp)	New position	Devereaux	5/20/2021	5/20/2021	5/21/2021
5/25/2021	133-23-21	Fleet	Equipment Mechanic I	Bourgeois	Mohammed	5/25/2021	5/25/2021	6/1/2021
5/21/2021	134-27-21	EPD	WWTP Shift Supervisor	LeBlanc	Talbot	5/21/2021	5/26/2021	6/1/2021
5/27/2021	135-27-21	EPD	Civil Engineer III	Bouvier		5/27/2021	5/27/2021	6/1/2021
5/28/2021	136-29-21	Water	Watershed Maintenance Worker I	Lescault	Scarpetti	5/28/2021	5/28/2021	6/1/2021
6/1/2021	137-65-21	DPW	Recreation Facility Maintenance Worker	Huard	Page	6/1/2021	6/1/2021	6/8/2021
6/2/2021	138-33-21	Police	Accrediation Manager	Murphy	Gratiano	6/2/2021	6/2/2021	6/3/2021

2021 Requisition Report

Received	Req. #	Dept.	Position	Replacing	Replacement Name	HR Approved	Sent to Mayor	Mayor Approved
6/3/2021	139-71-21	Library	Librarian I (Part-time)	White		6/3/2021	6/3/2021	6/8/2021
6/7/2021	140-29-21	Water	Watershed Maintenance Supervisor	Jaworksi		6/7/2021	6/7/2021	6/8/2021
6/7/2021	141-29-21	Water	Equipment Operator V	Hurley		6/7/2021	6/7/2021	6/8/2021
6/8/2021	142-27-21	EPD	WWTP Operator	Cote		6/8/2021	6/8/2021	6/8/2021
6/8/2021	143-65-21	DPW	Recreation Maintenance Worker I	Proulx	Rothwell	6/8/2021	6/8/2021	6/11/2021
6/9/2021	144-25-21	Airport	Assistant Airport Director Operations and Facilities	Elguezabal		6/9/2021	6/9/2021	6/11/2021
6/9/2021	145-25-21	Airport	Manager, Airport Operations	Legere		6/9/2021	6/9/2021	6/11/2021
6/9/2021	146-13-21	Info System	Administrative Services Manager	Dobson	Livingston	6/9/2021	6/9/2021	6/11/2021
6/9/2021	147-30-21	Fire	Fire Lieutenant	Kafejelis	Stemska	6/9/2021	6/9/2021	6/11/2021
6/9/2021	148-30-21	Fire	Fire Lieutenant	Bathey	Skora	6/9/2021	6/9/2021	6/11/2021
6/9/2021	149-30-21	Fire	Firefighter	Promotion Replacement	Bullock	6/9/2021	6/9/2021	6/11/2021
6/9/2021	150-30-21	Fire	Firefighter	Promotion Replacement	Johnson	6/9/2021	6/9/2021	6/11/2021
6/11/2021	151-20-21	Planning	Code Enforcement Inspector-Grant I	Norman		6/11/2021	6/11/2021	6/11/2021
6/11/2021	152-20-21	Planning	Code Enforcement Inspector	Pollock		6/11/2021	6/11/2021	6/11/2021
6/14/2021	153-50-21	DPW	Accounting Specialist II	Stamp		6/15/2021	6/15/2021	6/18/2021
6/14/2021	154-50-21	DPW	Chief Inspector	Ramos	Winslow	6/15/2021	6/15/2021	6/18/2021
6/14/2021	155-50-21	DPW	Equipment Operator II	Roy		6/15/2021	6/15/2021	6/18/2021
6/14/2021	156-29-21	Water	Water Works Meter Supervisor	Campbell	Tower	6/15/2021	6/15/2021	6/18/2021
6/15/2021	157-33-21	Police	Police Telecommunications Manager	Page	Olson	6/17/2021	6/17/2021	6/18/2021
6/15/2021	158-25-21	Airport	Airport Operations and Maintenance Special	Day		6/17/2021	6/17/2021	6/18/2021
6/17/2021	159-33-21	Police	Emergency Services Dispatcher	Gratiano		6/18/2021	6/18/2021	6/18/2021
6/22/2021	160-20-21	Planning	Planner II	Ahmad-Kahloon		6/22/2021	6/22/2021	6/25/2021
6/22/2021	161-29-21	Water	Water Works Supervisor	McGrail		6/22/2021	6/22/2021	6/25/2021
6/23/2021	162-25-21	Airport	Airport Maintenance Worker I	Smith		6/23/2021	6/23/2021	6/25/2021
6/24/2021	163-18-21	Youth Ser	Youth Services Counselor	Burnes		6/25/2021	6/25/2021	6/25/2021
6/28/2021	164-50-21	DPW	Equipment Operator III	Page		6/28/2021	6/28/2021	7/1/2021
6/28/2021	165-33-21	Police	Emergency Services Dispatcher	Martin		6/28/2021	6/28/2021	7/1/2021
6/29/2021	166-19-21	HR	Administrative Assistant I	Livingston		6/29/2021	6/29/2021	7/2/2021
6/29/2021	167-27-21	EPD	WWTP Operator	Talbot		6/29/2021	6/29/2021	7/2/2021
7/1/2021	168-30-21	Fire	Battalion Chief	Chaison		7/1/2021	7/1/2021	7/2/2021
7/1/2021	169-30-21	Fire	Battalion Chief	Patten		7/1/2021	7/1/2021	7/2/2021

2021 Requisition Report

Received	Req. #	Dept.	Position	Replacing	Replacement Name	HR Approved	Sent to Mayor	Mayor Approved
7/1/2021	170-30-21	Fire	Captain	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	171-30-21	Fire	Captain	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	172-30-21	Fire	Lieutenant	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	173-30-21	Fire	Lieutenant	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	174-30-21	Fire	Firefighter	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	175-30-21	Fire	Firefighter	Promotion Replacement		7/1/2021	7/1/2021	7/2/2021
7/1/2021	176-27-21	EPD	Accounting Tech	Forrence		7/1/2021	7/1/2021	7/2/2021
7/1/2021	177-27-21	EPD	WWTP Mechanic	Todis		7/1/2021	7/1/2021	7/2/2021
7/7/2021	178-82-21	Senior Serv	Director of Senior Services	Senno		7/7/2021	7/7/2021	7/7/2021
7/9/2021	179-33-21	Police	Emergency Services Dispatcher	Nehiley		7/9/2021	7/9/2021	7/13/2021
7/12/2021	180-30-21	Fire	Fire Captain	O'Neil		7/12/2021	7/12/2021	7/13/2021
7/12/2021	44965 Civic	Fire	Fire Captain	Promotion Replacement		7/12/2021	7/12/2021	7/13/2021
7/12/2021	181-30-21	Fire	Fire Lieutenant	Promotion Replacement		7/12/2021	7/12/2021	7/13/2021
7/12/2021	182-30-21	Fire	Firefighter	Promotion Replacement		7/12/2021	7/12/2021	7/13/2021
7/12/2021	183-33-21	Police	Emergency Communications Supervisor	Olson		7/12/2021	7/12/2021	7/13/2021
7/13/2021	184-33-21	Police	Police Officer	Flynn		7/13/2021	7/13/2021	7/16/2021
7/13/2021	185-50-21	DPW	Equipment Operator II (5)	Complement change		7/13/2021	7/13/2021	7/16/2021
7/13/2021	186-50-21	DPW	Public Services Worker II	Rothwell		7/13/2021	7/13/2021	7/16/2021
7/14/2021	187-18-21	Youth Ser	Youth Services Counselor	Constable		7/15/2021	7/15/2021	7/16/2021
7/15/2021	188-50-21	DPW	Civil Engineer I	Winslow		7/15/2021	7/15/2021	7/16/2021
7/15/2021	189-50-21	DPW	Financial Analyst	Donovan		7/15/2021	7/15/2021	7/16/2021
7/15/2021	190-50-21	DPW	Engineering Technician II	Norander		7/15/2021	7/15/2021	7/16/2021
7/15/2021	191-55-21	Fleet	Equipment Superintendent I	Lewis		7/15/2021	7/15/2021	7/16/2021
7/20/2021	192-41-21	Health	Community Health Nurse	Power		7/20/2021	7/20/2021	7/21/2021
7/20/2021	193-50-21	DPW	Equipment Operator II	Pellerin		7/20/2021	7/20/2021	7/21/2021
7/20/2021	194-29-21	Water	Water Meter Technician	Tower		7/20/2021	7/20/2021	7/21/2021
7/22/2021	195-18-21	Youth Ser	Youth Services Counselor	Labonte		7/23/2021	7/23/2021	
7/22/2021	196-20-21	Planning	Planner II - Limited Term	ARPA		7/23/2021	7/23/2021	

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

July 14, 2021

To: Will Stewart, Chair
Human Resources and Insurance Committee

From: Kathleen Ferguson, Human Resources Director

RE: Sapphire SmartShopper Report (May, 2021)

Sapphire SmartShopper Report

Attached is the City of Manchester's SmartShopper monthly results for May, 2021.

Total Savings for **May, 2021** was \$38,791. Total YTD savings \$186,613.

- May, 2020 vs. May, 2021 savings is up \$3,342.
- YTD Savings 2020 to 2021 is down \$45,312.
- Activation Rate 48% Activated Shopping Rate 95%, Activated Conversion Rate 80%.
- In May we had 3 new additional activations which is .05% of the 572 households that are activated, 192 shopping searches and 67 incentives paid.



May 2021
Report Date

PERFORMANCE REPORT

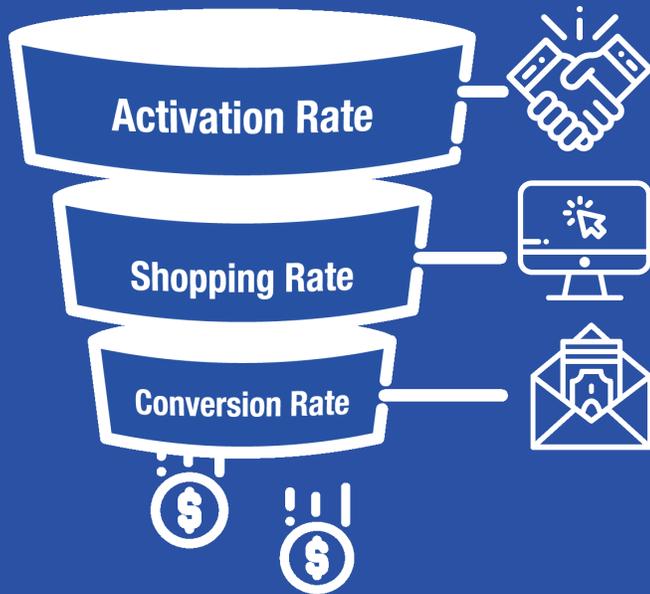
EXECUTIVE SUMMARY-Program to Date



**Eligible
Population**

2,837
Members

1,193
Households



48% Activation Rate	8% Activation Benchmark	572 Activated Households	
95% Activated Shopping Rate	66% Activated Shop Benchmark	546 Households Shopped	
80% Shop Conversion Rate	35% Shop Conversion Benchmark	435 Households Receiving Incentive	4,232 Total #Incentives



\$3,259,146
Total Gross Savings

\$315,145
Total Incentives(\$)

\$2,944,001
Total Claims Savings

Incentive and Savings Summary

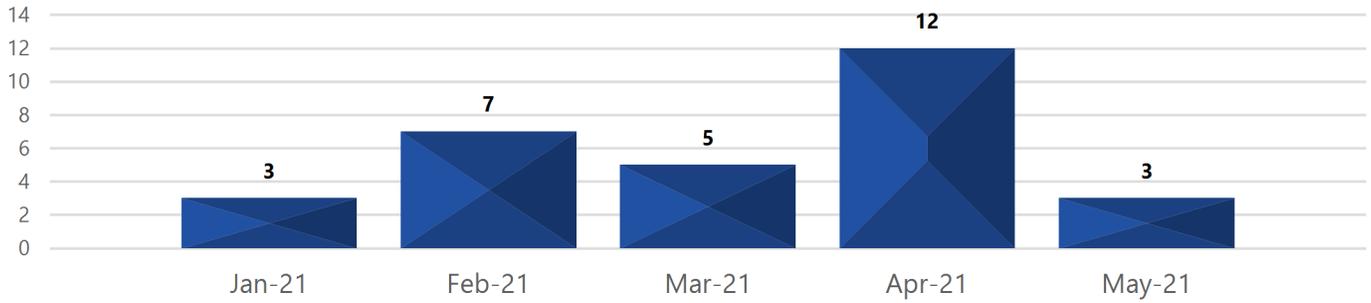
Timeframe	Gross Savings	Incentives Paid(\$)	Claims Savings	Incentives Paid(#)
MTD	\$38,791	\$4,350	\$34,441	67
YTD	\$186,613	\$27,400	\$159,213	364
PTD	\$3,259,146	\$315,145	\$2,944,001	4,232



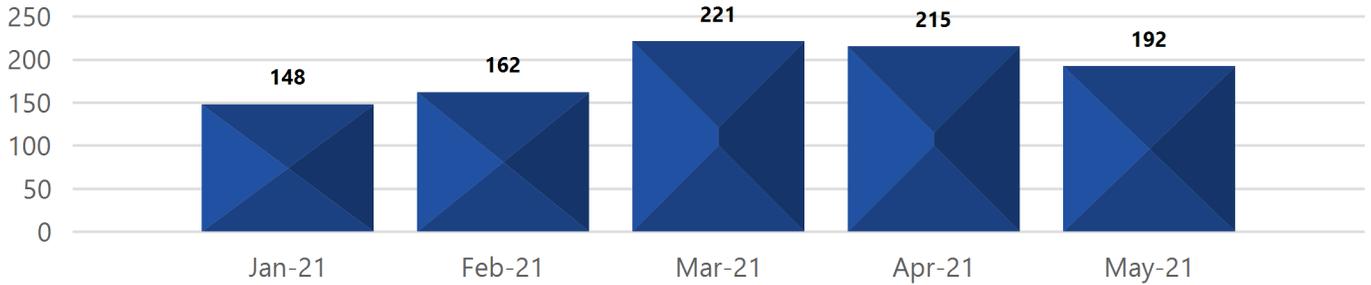
May 2021
Report Date

PERFORMANCE REPORT

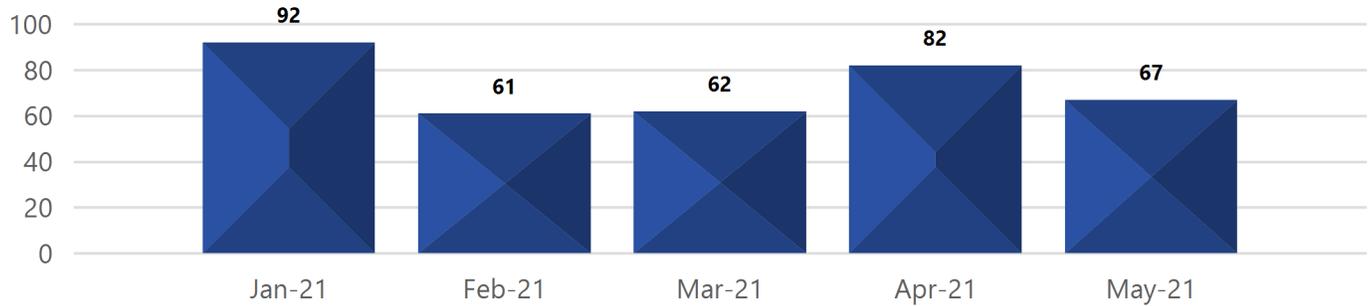
Activations



Shopping



Incentives



Claim Savings



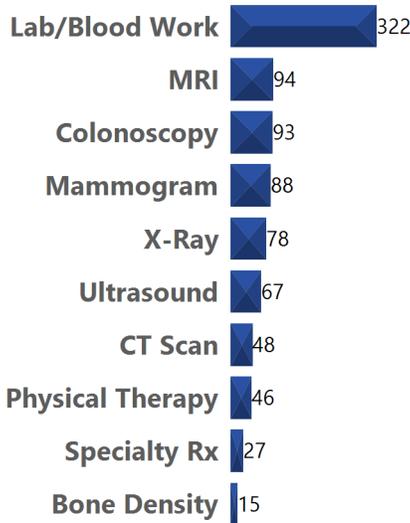


May 2021
Report Date

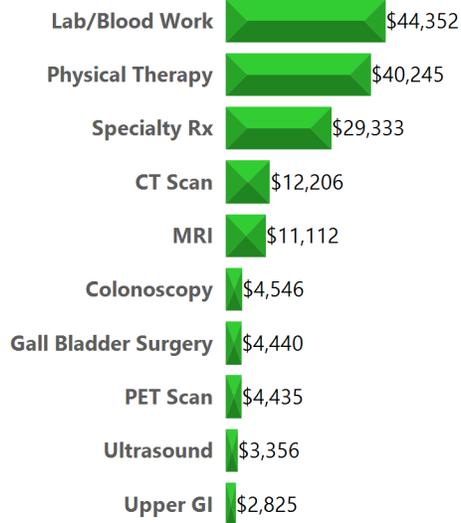
PERFORMANCE REPORT

Top Procedures Summary (Jan 2021 - May 2021)

Top Shopping Procedures

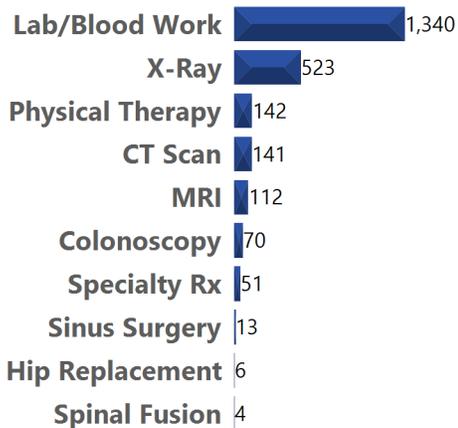


Top Savings Summary

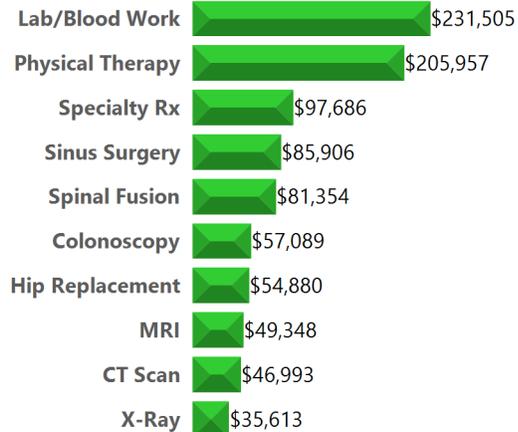


Missed Opportunity Procedure Summary (Jan 2021 - May 2021)

Top 10 Missed Opportunity Claims



Top 10 Missed Opportunity Savings





May 2021
Report Date

PERFORMANCE REPORT

Cost-Effective Breakout By Procedure (Jan 2021 - May 2021)

Procedure Name	Incurred Claims	Shopping Activity	Incentives Paid(#)	Incentives Paid (\$)	Savings	Savings Per Case	Sapphire BOB savings(Prior Year)	Potential Savings
Back Surgery	4	0	0	\$0	\$0	\$0	\$3,848	\$15,390
Bariatric Surgery	0	3	0	\$0	\$0	\$0	\$6,805	\$0
Bone and Joint Imaging	1	2	0	\$0	\$0	\$0	\$645	\$645
Bone Density	11	15	3	\$250	(\$139)	(\$46)	\$85	\$676
Breast Biopsy	7	8	0	\$0	\$0	\$0	\$1,198	\$8,389
Breast Lumpectomy	2	0	0	\$0	\$0	\$0	\$0	\$0
Bronchoscopy	1	0	0	\$0	\$0	\$0	\$0	\$0
Bunionectomy	1	0	0	\$0	\$0	\$0	\$6,935	\$6,935
Cardiac	3	0	0	\$0	\$0	\$0	\$0	\$0
Cardiology Procedure	38	2	0	\$0	\$0	\$0	\$0	\$0
Carpal Tunnel	1	0	0	\$0	\$0	\$0	\$1,474	\$1,474
Cataract Removal	5	0	0	\$0	\$0	\$0	\$1,485	\$7,425
Colonoscopy	70	93	17	\$3,250	\$4,546	\$267	\$1,077	\$57,089
CT Scan	141	48	16	\$2,075	\$12,206	\$763	\$376	\$46,993
Dilation & Curettage - D&C	0	0	0	\$0	\$0	\$0	\$0	\$0
Ear Tubes	6	0	0	\$0	\$0	\$0	\$169	\$1,011
Gall Bladder Surgery	2	1	1	\$125	\$4,440	\$4,440	\$5,852	\$5,852
General Surgery Procedure	3	1	0	\$0	\$0	\$0	\$0	\$0
Hammertoe Correction	0	0	0	\$0	\$0	\$0	\$0	\$0
Heart Imaging(SPECT)	5	0	0	\$0	\$0	\$0	\$0	\$0
Hernia Repair	6	2	0	\$0	\$0	\$0	\$2,316	\$13,898
Hip Replacement	6	1	0	\$0	\$0	\$0	\$9,147	\$54,880
Hysterectomy	1	0	0	\$0	\$0	\$0	\$1,286	\$1,286
Hysteroscopy	1	0	0	\$0	\$0	\$0	(\$100)	(\$100)
Kidney and Urinary Tract Treatment	1	0	0	\$0	\$0	\$0	\$0	\$0
Knee Replacement	4	7	0	\$0	\$0	\$0	\$5,420	\$21,681
Knee Surgery	8	5	1	\$50	(\$50)	(\$50)	\$1,626	\$11,385
Lab/Blood Work	1,340	322	221	\$5,525	\$44,352	\$201	\$207	\$231,505
Lithotripsy - Kidney Stones	2	0	0	\$0	\$0	\$0	\$2,160	\$4,319
Mammary Gland Procedure	0	0	0	\$0	\$0	\$0	\$0	\$0
Mammogram	151	88	27	\$1,225	\$2,172	\$80	\$120	\$14,910



May 2021
Report Date

PERFORMANCE REPORT

Cost-Effective Breakout By Procedure (Jan 2021 - May 2021)

Procedure Name	Incurred Claims	Shopping Activity	Incentives Paid(#)	Incentives Paid (\$)	Savings	Savings Per Case	Sapphire BOB savings(Prior Year)	Potential Savings
MRI	112	94	15	\$1,775	\$11,112	\$741	\$509	\$49,348
OB/Gyn	5	0	0	\$0	\$0	\$0		\$0
Orthopedic Procedure	7	2	0	\$0	\$0	\$0		\$0
PET Scan	9	10	2	\$300	\$4,435	\$2,218	\$3,722	\$26,051
Physical Therapy	142	46	22	\$3,300	\$40,245	\$1,829	\$1,716	\$205,957
Prostate Surgery	1	0	0	\$0	\$0	\$0		\$0
Pulmonary Test	0	0	0	\$0	\$0	\$0		\$0
Shoulder Surgery	3	0	0	\$0	\$0	\$0	\$4,755	\$14,266
Sinus Surgery	13	0	0	\$0	\$0	\$0	\$6,608	\$85,906
Sleep Study	0	1	0	\$0	\$0	\$0		\$0
Specialty Rx	51	27	17	\$8,500	\$29,333	\$1,725	\$2,873	\$97,686
Spinal Fusion	4	1	0	\$0	\$0	\$0	\$20,338	\$81,354
Tonsils and Adenoids	0	0	0	\$0	\$0	\$0	\$2,352	\$0
Total Revision of Hip and Knee	1	2	0	\$0	\$0	\$0		\$0
Tubal Ligation	3	0	0	\$0	\$0	\$0	\$3,038	\$9,115
Ultrasound	219	67	14	\$575	\$3,356	\$240	\$170	\$34,791
Upper GI	24	10	4	\$350	\$2,825	\$706	\$1,188	\$23,755
Urethra and Bladder Scope	7	0	0	\$0	\$0	\$0	\$3,883	\$27,178
Uterine Tissue Biopsy	3	2	0	\$0	\$0	\$0		\$0
X-Ray	523	78	4	\$100	\$380	\$95	\$69	\$35,613
Total	2,948	938	364	\$27,400	\$159,213			\$1,196,665



May 2021

Report Date

PERFORMANCE REPORT

Engagement Details (Program To Date)

Activation	Registration	Shopping	
572 Total HH's Activated	526 Total HH's Registered	546 Total HH's that Shopped	
77% Digital Activation	71% Digital Registration	61% Digital Shopping	54% Male Shopper
23% PAT Activation	29% PAT Registration	39% PAT Shopping	46% Female Shopper

Metric Name	Definition
Activation Rate	Total Activated Households/Total Households
Registration	First instance of a Member validating or providing an email and/or phone number
Shopping	Total number of phone inquiries and web searches by Households
Activated Households that Shopped	How many Activated Households had shop activity for incentivized procedures
Activated Shopping Rate	Total Activated Households that shopped for incentivized procedures/ Total Activated Households
# Incentives Paid	How many Incentives had the client/account received
\$ Incentives Paid	How much had the client/account received from Incentives
Shop Conversion Rate	Total Activated Households receiving an Incentive / Total Activated Households that Shopped
Claims Savings	Calculated as Gross Savings amount - Incentive Amount
Gross Savings	Dollar amount saved by Households choosing to receive care by incentivized providers rather than higher priced providers (original provider cost minus the cost of the incentivized provider). Sum Of Incentive Amounts and Claim Savings.
Savings Per Case	Claim Savings/Incentives Paid
Book of Business Average Savings(prior year)	Average savings per Incentives paid across Sapphires book of business for comparison purposes
Potential Savings	(Incurred Claims-Incentives Paid) * (BoB Average Savings)
Conversion	Member successfully receiving an incentive after shopping

Disclaimer: This report may contain include protected health information ("PHI") and Client represents the report recipient is a permitted recipient under state and federal laws and regulations, including but not limited to HIPAA. In the event such individual is no longer a permitted recipient, Client shall notify Sapphire Digital immediately.

Modules for Success

Through a professional partnership with the City of Manchester, FPU has launched a customizable skill program for employees.

Incorporating training into the lives of employees can be time-consuming and expensive for employers. With help from Heather LaDue, executive director of Franklin Pierce's Center for Professional Programs and Partnerships, the City of Manchester recently partnered with the University to launch a digital badging program aimed at offering skill development for city employees.

"What we are offering," says LaDue, "is a fully customizable, self-paced, online, open-enrollment program, where learners can complete competencies to earn badges in different skill areas."

On February 1, the first Manchester employees began their online sessions. Each module has been developed by a Franklin Pierce faculty or staff member, with embedded videos and instructional materials made available via an online educational platform built by Coordinator of Online Education and Training Stephani Cuddie, and frequent assessments so those enrolled can track their progress. The customized program of study created in partnership with the City of Manchester includes badges for mastery of: Accounting Basics for the Non-Accountant; Applicable Field Skills; Applicable Software Skills; Basic Computer Skills; Basic Understanding of the Role of a Manager vs. a Supervisor; Communication Skills; Office Functions; and Understanding Human Resources Law. Once an employee earns all eight badges, he or she will receive a certificate in Skills for Careers in Management. The cost for all eight badges can be credited toward an associate's degree if an employee decides to pursue continuing education.

The Manchester program is being introduced first to employees in the Department of Public Works, with an eye

toward expansion to other departments. One of the primary goals of the program is to allow employees to gain the skills necessary to be better prepared when it comes time for promotions. And since assessments must be passed in order for badges to be earned, the employer is assured that the skills have been mastered.

"The goal is to develop and hone the skills of your workforce for successful growth in current positions, potential for growth into new positions, and succession planning in management for the years to come," explains Karen Poulin, human resources analyst for the City of Manchester. "This digital badging system provides a skill and development system for employees to work at their own pace, develop professionally, and time to ask questions to their supervisors, managers and/or department heads to solidify the understanding of materials relating to their direct division or department. This is a win-win for both the City of Manchester and Franklin Pierce University."

In setting up professional partnerships, such as the badging program with the City of Manchester, LaDue is working to meet the needs of businesses so the University can more easily adjust its programs to offer agile certifications that will make employers take notice when someone educated at Franklin Pierce – whether as an undergraduate, graduate, or through a partnership program – applies for a job.

"We're helping people acquire the skills they need as they rise through the ranks," says LaDue. "We're building infrastructure internally to scale this out and reaching out to expand and build new modules. The sky is the limit."

—Jana F. Brown

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

July 23, 2021

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Planning Director, Leon LaFreniere requested a desk audit be performed on one of the Department's Planner III's (1350) grade 21. According to Director LaFreniere the essential duties and responsibilities of this particular Planner III over the years has grown significantly. The major change is the incumbent has replaced the role of the CIP Coordinator position, which was formally filled by a Planner IV (1360) grade 23.

Human Resources completed a desk audit on July 21, 2021 to determine if the incumbent is doing the duties and responsibilities of a Planner IV. Based on the observation, Human Resources confirms the incumbent Planner III does perform the essential duties and responsibilities of a Planner IV.

Some of the Planner IV examples of essential work the incumbent performs includes:

- Performs professional planning duties in the development of plans, policies and programs;
- Supervises, trains, evaluates and coordinates the work of professional planning staff and;
- Provides staff support to the CIP Committee.

The incumbent supervises, trains, evaluates and coordinates the work of Planner II's grade 19, a Planner I grade 18, a Financial Analyst I grade 19, and a Planning Tech grade 14.

Director LaFreniere confirms he has the funds for this change in the Planning Department's FY 2022 budget.

Recommendation: approve the reclassification of one Planner III (1350) grade 21 to a Planner IV (1360) grade 23.

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

**1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065**

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Date: July 16, 2021

To: Kathleen Ferguson, Human Resources Director

From: Leon L. LaFreniere, AICP
Planning and Community Development Director

Subject: Planner III Desk Audit

Please consider this request to perform a Desk Audit on a Planner III position within our current complement. It is my opinion that Todd Fleming is performing the duties and responsibilities of a Planner IV position in several significant ways. Todd took over the role of CIP Coordinator upon the retirement of the former coordinator. It is important to note that the CIP Coordinator position has historically been held by a Planner IV, as was the case with the previous incumbent. Since the time that Todd took on this role, he has performed all of the same duties and responsibilities of the person he replaced. The only reason that he was not given the Planner IV designation was due to a decision made by former Mayor Gatsas solely for budgetary reasons; not due to a re-alignment of duties.

I have reviewed the Class Specifications for the Planner III and the Planner IV positions respectively. While I am confident that Todd's scope of responsibility aligns more closely with the Planner IV in several areas, there are three areas specifically that highlight this conclusion. The first is the fact that Todd exercises supervision over several professional staff level positions in addition to administrative support staff. Todd supervises the activities of the following staff:

- Planner II (Lead Program Manager)
- Planner II (CIP Planner)
- Financial Analyst (Same Grade as Planner II)
- Planner I (Assigned to Lead Program)
- Planning Tech (Administrative Support)

As you are aware, administration of more than \$43 million dollars from the American Rescue Plan Act has been assigned to CIP Program within the Planning Department. The impact of this is that Todd will have responsibility to supervise the activities of two additional Planner II positions.

The second area relates to Todd's responsibility to "train, evaluate and coordinate the work of professional planning staff as identified above.

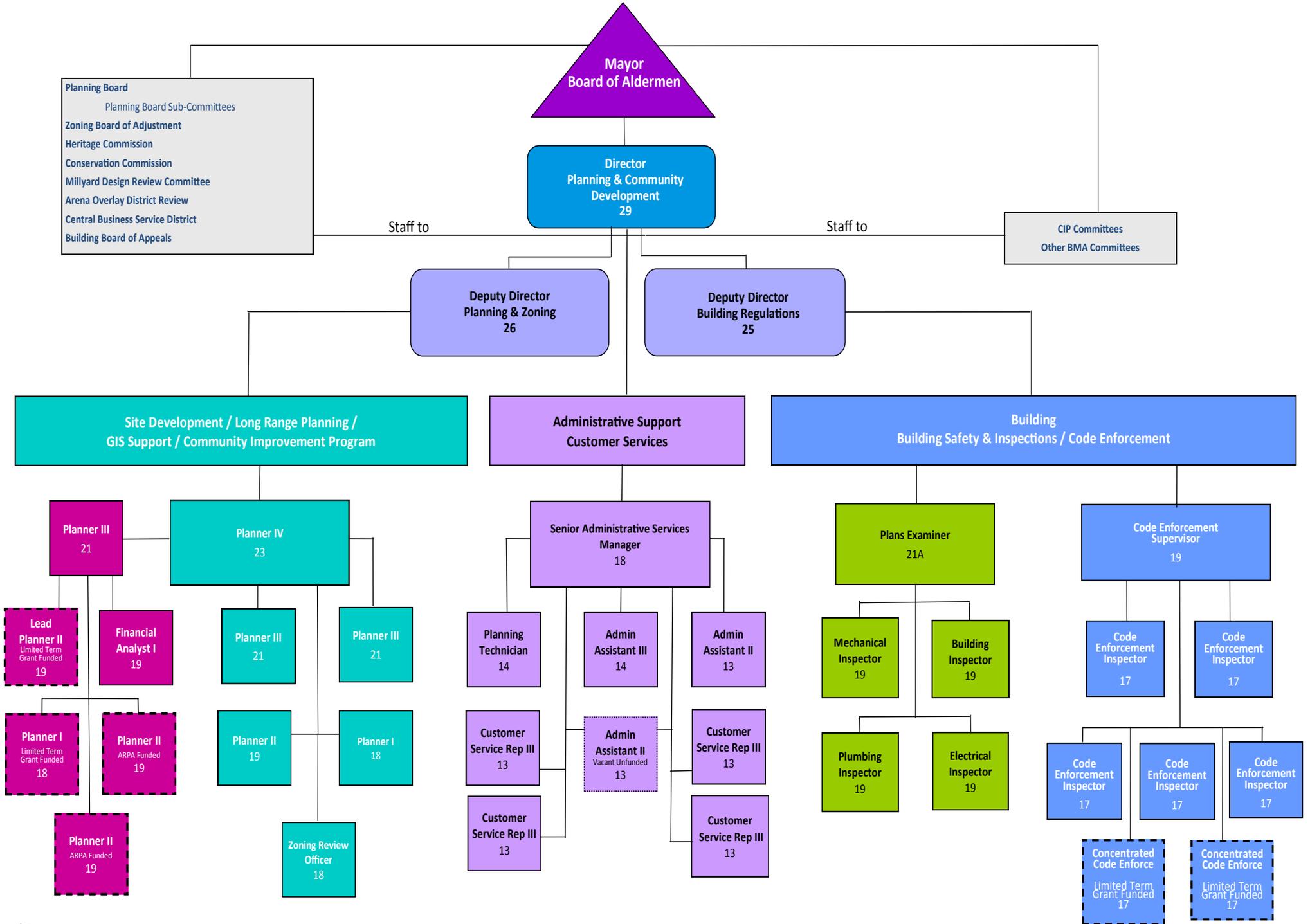
The third area relates to Todd's responsibility to provide staff support to the CIP Committee of the BMA.

There are additional examples of essential work, however I believe these three responsibilities support consideration for this upgrade.

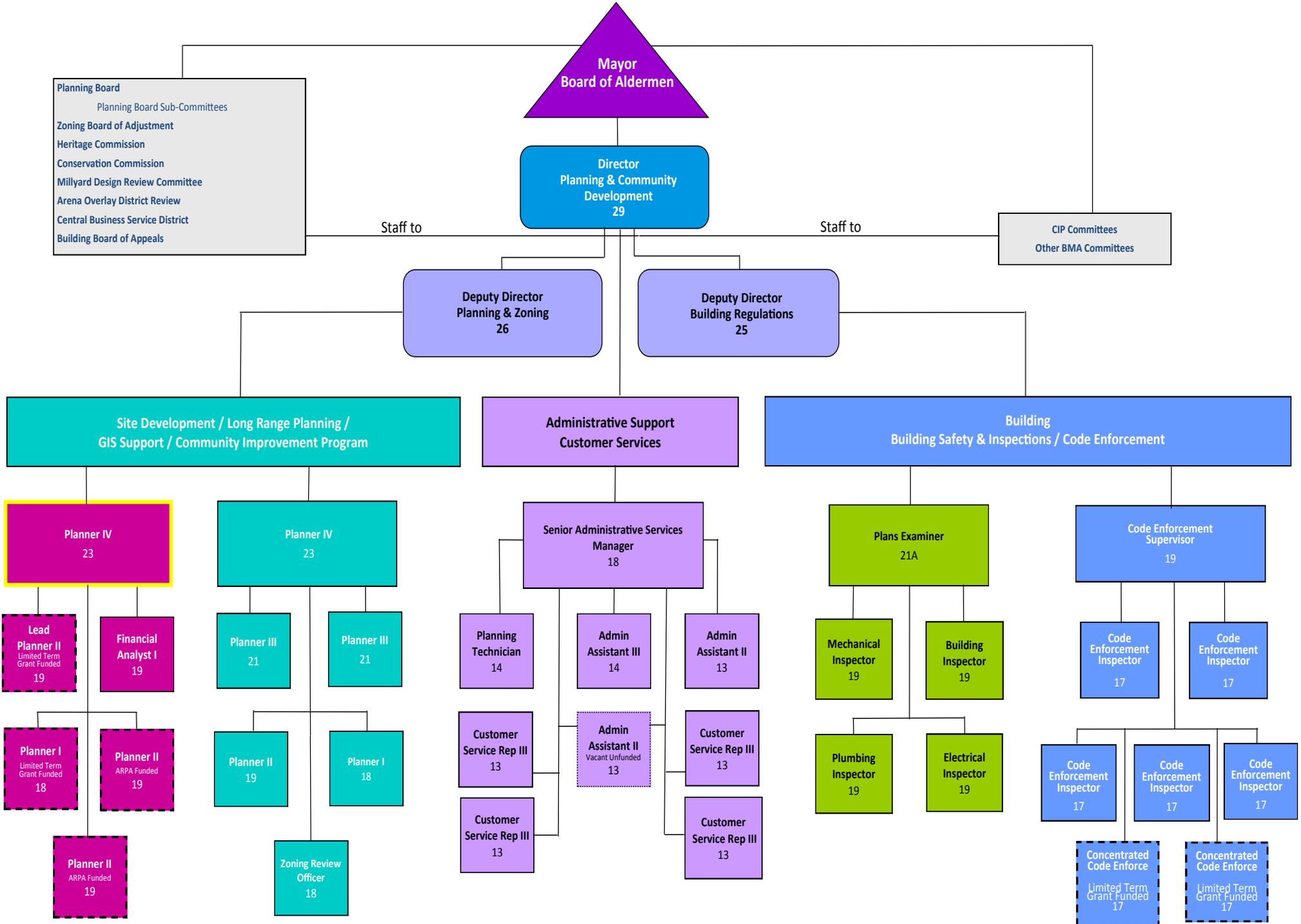
Thank you for your time and consideration. Please do not hesitate to contact me should you have any questions about this request.

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

PLANNING & COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



PROPOSED CHANGES PLANNING & COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

July 1, 2021

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Public Works Director, Kevin Sheppard requested a reclassification of the Public Work's Department's **two (2) Civil Engineer II's (5790) grade 21** positions.

Because one (1) Civil Engineer II position was vacant at the time of the request, and the vacant position has similar duties and responsibilities, a desk audit was completed on the department's incumbent Civil Engineer II. The desk audit was performed by the Human Resources Analyst on June 29, 2021.

The desk audit revealed that the Civil Engineer II incumbent was actually performing essential work duties and responsibilities of a Civil Engineer III (5795) grade 22. The incumbent –Civil Engineer II performs professional engineering work in the management of public improvement and construction projects which are the duties of a Civil Engineer III.

Some of the examples of essential work the incumbent and the vacant Civil Engineer II was and is performing, that are contained in the **Civil Engineer III** class specification include:

- Plans, designs, and supervises the development, installation, improvement, and construction of civic projects;
- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of plant equipment and facilities, including preparing facility plans, working drawings, specifications, and cost estimates;
- Serves as the resident engineer for a variety of major public works projects;
- Supervises Civil Engineer I, Chief Inspector, Planner I, Utility Inspector I and II's, and is currently assisting with the supervision of Engineering Technician I and II's;
- Reviews project's schedules and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion; and
- Oversees the coordination of procurement, scheduling and supervision of work by outside contractors, and performs inspections of completed work as required, to name a few.

**1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
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Director Sheppard confirms he has funding in his FY 2022 budget for this reclassification.

Also, in reviewing the Civil Engineer III class specification, Human Resources recognized updates needed to be made. The revisions recommended have been approved by all Department Heads who have Civil Engineer III's in their complements.

Human Resources recommends:

1. Reclassifying Department of Public Work's two (2) Civil Engineer II's (5790) grade 21 to two (2) Civil Engineer III's (5795) grade 22; and
2. Revising the Civil Engineer III (5795) grade 22 class specification to reflect current and updated information.

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Dysart
Armand Forest
Kathleen Sullivan

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

June 21, 2021

Kathleen Ferguson
Human Resources
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Desk Audit

Dear Mrs. Ferguson,

We have submitted a Position Reclassification Questionnaire for our Civil Engineer II positions. One of these positions is currently vacant, but both have similar duties and responsibilities within Public Works. These positions oversee multiple highly technical staff members, and manage large construction programs such as the annual road program, the sidewalk program, the bridge program, the rail trail program and parks projects to name a few. These roles and responsibilities are more in line with the CE III position and class description.

We have attached org charts with this letter and the supporting documentation necessary for your audit of this position. I feel strongly that this is the right step to upgrade the classification of this position for the Department to ensure there is reasonable equity between position and grades here at Public Works.

We will manage this increase within our current budget.

Respectfully submitted,

Kevin Sheppard, P.E.
Public Works Director

cc: Timothy J. Clougherty, Deputy Director
Tiffany Lucas, Business Service Officer

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Civil Engineer III) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Civil Engineer III, Class Code 5795, Grade 22 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Civil Engineer III
Class Code Number	5795-22

General Statement of Duties

Performs professional engineering work in the management of public improvement and construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional engineering work in the management of public improvement and construction projects, including the development, supervision and review of engineering designs. The work is performed under the supervision and direction of the ~~assigned supervisor~~ **Engineering Manager or other assigned supervisors**, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Civil Engineer II by the broader scope of responsibility due additional supervisory and project management duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the ~~assigned supervisor~~ **Engineering Manager**, other City employees, consultants, business and community organizations, and the general public. The principal duties of this class are performed in general office environment, and/or at various construction sites throughout the City.

Examples of Essential Work (illustrative only)

- Plans, designs, and supervises the development, installation, improvement, and construction of civic projects;

-
- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of plant equipment and facilities, including preparing facility plans, working drawings, specifications, and cost estimates;
 - Reviews project's schedule and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion;
 - Ensures the function conformity of plans and specifications with all current national codes and standards;
 - Reviews consultant's plans, specifications, and estimates for proposed facility improvements by private developers;
 - Oversees the coordination of procurement, scheduling, and supervision of work by outside contractors, and performs inspections of completed work as required;
 - Coordinates new construction and renovation efforts with plant programs, including arranging schedules, plans, and guides;
 - Develops concepts, designs, plans, and budgets designated City improvement and/or construction projects, including preparing plans, estimates, and specifications to develop modifications and enhancements to existing facilities;
 - Serves as the resident engineer for a variety of major public works projects;
 - Supervises and directs the work of other engineering and operations personnel;
 - Provides engineering advice and consultation to departmental personnel, including evaluating complex construction issues, and determining and taking the appropriate measures to ensure a timely and effective resolution;
 - Analyzes reports, maps, drawings, blueprints, tests, and related information in project planning and design, including calculating costs and project feasibility;
 - Coordinates with contractors, consulting engineers, and other officials to gather and disseminate information, and maintain related records as required;
 - Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
 - Keeps immediate supervisor and designated others fully and accurately -informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
 - Responds to citizens' questions and comments in a courteous and timely manner;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.
-

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of civil or mechanical and/or electrical engineering principles, practices, and techniques;
- Comprehensive knowledge of the principles and practices of engineering design;
- Comprehensive knowledge of engineering drafting standards, symbols, and design methods;
- Comprehensive knowledge of construction methods, materials, and equipment;
- Ability to operate AutoCAD and Engineering software, including programmable calculators;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in Civil (or equivalent), Mechanical, or Electrical Engineering; and
- Extensive professional engineering operations experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

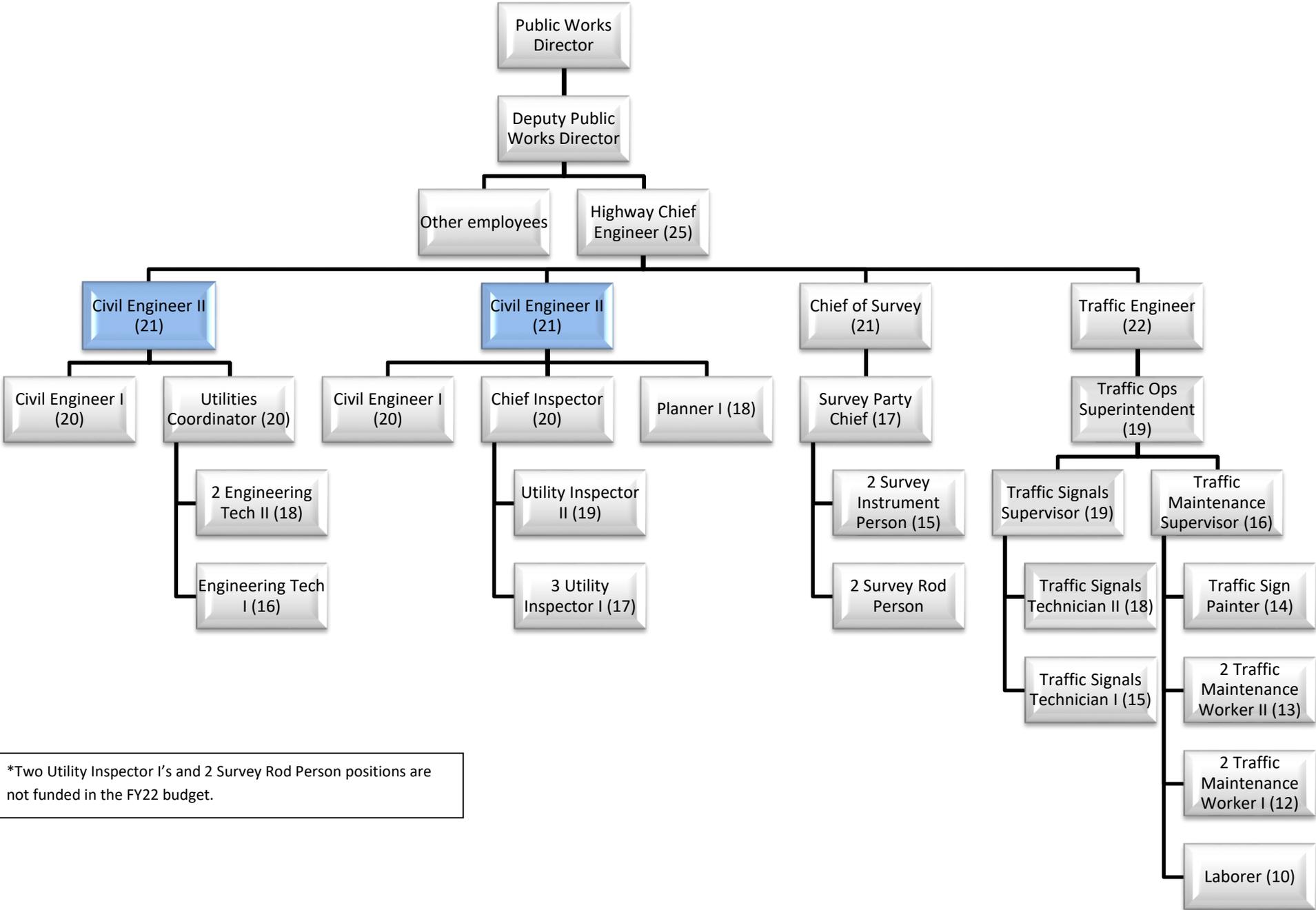
- On Call Status;
- Valid New Hampshire Driver's License;
- New Hampshire Professional Engineering License;
- Grade III WTP or Distribution Operator License (Water Works Department only) Preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear, concise, and quality engineering designs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various construction sites throughout the City.

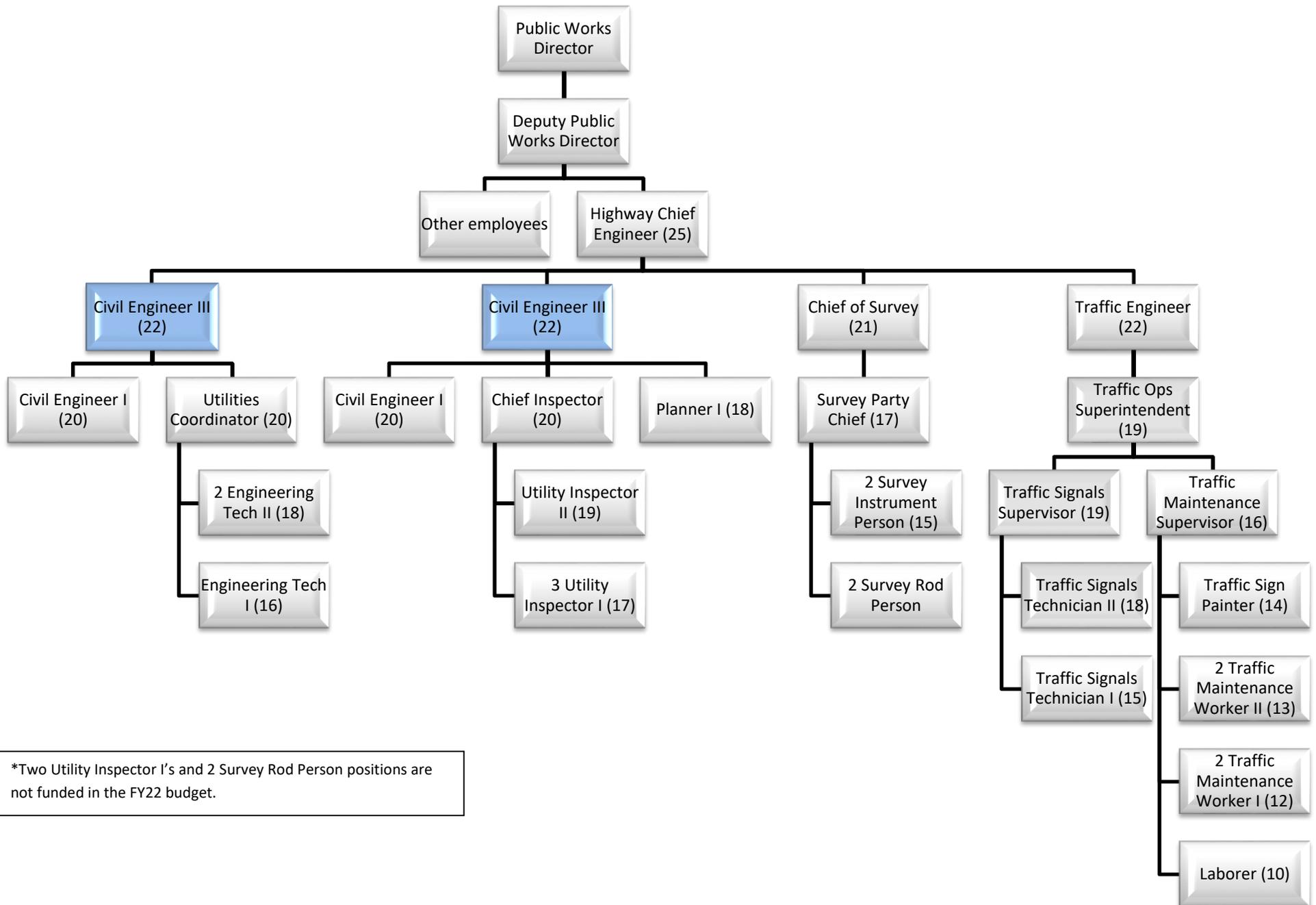
Approved by: _____ Date: _____
Revised by: BMA Date: 04/20/2021

Engineering Org Chart Before



*Two Utility Inspector I's and 2 Survey Rod Person positions are not funded in the FY22 budget.

Engineering Org Chart After



*Two Utility Inspector I's and 2 Survey Rod Person positions are not funded in the FY22 budget.



CITY OF MANCHESTER
Board of Aldermen

MEMORANDUM

To: Committee on Human Resources/Insurance
Aldermen Stewart, Hirschmann, Barry, Cavanaugh, and Roy

From: Alderman Jim Roy
Ward 4 *JMR for J.R.*

Date: December 8, 2020

Re: Proposal to Conduct Evaluation of Fire Department

Due to the significant shift of duties for Firefighter personnel within the last ten years, I believe we should discuss and ultimately hire an independent firm to evaluate the Fire Department. An evaluation of the department in its entirety has never been more critical than right now to determine if there are systemic stressors within the department that are adversely affecting the mental health of the members.

I believe the single most important asset within our city is our employees and it is imperative that we, as a board, make every effort to protect them.

Thank you for your consideration.



CITY OF MANCHESTER
Board of Aldermen

MEMORANDUM

To: Will Stewart, Chairman Human Resources & Insurance Committee
Members, Human Resources & Insurance Committee

From: Alderman Ross Terrio *R. Terrio*

Date: January 27, 2021

Re: Continuation of Healthcare Benefits for the Family of James McNeil

The family of firefighter James McNeil has lost their healthcare benefit after his recent death. Mr. McNeil was a long time, dedicated and loyal Manchester firefighter. I am proposing that we extend healthcare benefits to his family for six months until his estate goes through probate court, which is currently expected to be in July 2021.

Thank you for your consideration.



CITY OF MANCHESTER Board of Aldermen



October 16, 2006

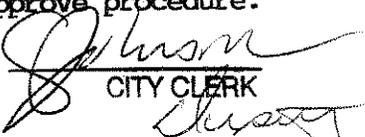
BOARD OF MAYOR & ALDERMEN

DATE: October 17, 2006

RESOLUTION OF ALD. Lopez

SECONDED BY ALD. Thibault

VOTED TO approve procedure.


CITY CLERK

The Honorable Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03301

Dear Colleagues:

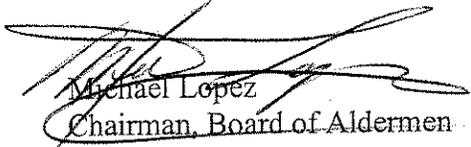
In March of 2003, the Board adopted a procedure to recruit and fill the Commercial Assessor position. This procedure was required by Section 3.08 of the City Charter for the recruitment and hiring of a City Officer.

The procedure that was adopted in 2003, specifically stated that we were recruiting for a Commercial Assessor. I am updating the procedure to say that it is for any City Officer position.

Should the Board approve this generic procedure, all future City Officer vacancies will automatically be filled through such a procedure unless the Board takes action to amend or otherwise change the procedure.

Your favorable consideration of this request would be appreciated.

Sincerely,


Michael Lopez
Chairman, Board of Aldermen

Attachment

Procedure for Appointing A City Officer

Pursuant to Section 3.08 of the City Charter, the following procedures shall be followed for the recruitment and appointment of a City Officer.

Recruitment:

The Human Resources Director shall be responsible for advertising City Officer positions. Such advertisement shall include the minimum education, experience and certifications that are required by the class specification. (Pursuant to Ordinance 33.027)

All applications for the positions of City Officers shall be reviewed by Human Resources Director to determine whether or not the applicants meets the minimum qualifications that are outlined on the class specification.

Applicants not meeting the minimum qualifications, shall be notified by Human Resources in writing indicating that the applicant does not meet the minimum requirements.

Applicants who meet the minimum qualifications as outlined on the class specification shall be forwarded to a screening committee appointed by the Chair of the Board of Aldermen.

The names of all applicants shall be held in the strictest of confidence by all parties involved in the screening, interviewing and selection process.

Screening Committee:

The Chairman of Board of Aldermen shall appoint a committee comprised of at least three Aldermen. Additional Aldermen may be asked to participate as well at the discretion of the Chairman of the Board. If possible, an individual who is qualified in the profession for which the vacancy exists shall be asked to participate in the screening process as well as the Human Resources Director.

The Screening Committee shall meet and review all of the applications for vacant City Officer position.

The Screening Committee shall set up interviews for those applicants that the Screening Committee deems appropriate.

The Screening Committee shall ensure that references are contacted prior to recommending one or more candidates to the full Board as well as a thorough back ground check.